



PURCHASING USERS GROUP MEETING
Thursday, April 3, 2008
DPHHS/Cogswell Building, 1400 Broadway, Helena
Rooms C205 and C207

- 1:00 p.m. **Welcome and Introductions**
- 1:10 p.m. **State Procurement Bureau Updates**
New Term Contracts
 Debt Collection - Brad Sanders and Kathy Brown, Department of Labor and Industry
Possible New Term Contracts
 Equipment Leasing/Financing - Brad Sanders
 HR Classifications Services - Penny Moon
 Staff Augmentation for IT Services - Penny Moon
 Advertising/Media Services - Gretchen Bingman
Additions to SPB website
 Specification library
 Updated procedure for posting public meetings and contract awards to the State's one-stop website
Contracts renewal justification process
- 1:30 p.m. **Green Products available from Central Stores and Corporate Express**
Tom Hastings, Central Stores and Ron Veilleux, Corporate Express
- 1:45 p.m. **Fuel Surcharge – Bob Oliver**
What is it and how to incorporate it into a contract
- 2:00 p.m. **Break**
- 2:15 p.m. **What to expect during a Procurement Audit**
Gary Willems, Department of Corrections
Quick summary from Department of Corrections on a recent audit
- 2:35 p.m. **Prevailing Wage Audit Finding – Brad Sanders**
- 2:45 p.m. **Update on CAFE Standards and Vehicle Procurement – Rhonda Grandy**
- 2:55 p.m. **Revised Information Technology Contract – Penny Moon**
- 3:10 p.m. **Update on Protests/Legal Issues – Brad Sanders**
- 3:20 p.m. **Agency Issues/Questions**
Opportunity for agencies to discuss issues or common procurement problems
Suggestions for future meeting topics